

# EVENTS GUIDE



## Event Waste Management Plan

Developing an event waste management plan helps to identify what kinds and how much waste your event will generate and how you plan to collect and remove that waste.

WHEN IS A WASTE MANAGEMENT PLAN REQUIRED?	HOW CAN WASTE FROM AN EVENT BE REDUCED?
<ul style="list-style-type: none"> <li>When it is requested by Council</li> <li>100 patrons or more are expected and food and/or alcohol will be served</li> </ul>	<p>Waste should be avoided and reusable materials used where possible. Where unavoidable, recyclable or compostable or biodegradable materials should be utilised along with appropriate collection systems and waste services.</p>

### RECYCLABLE AND NON-RECYCLABLE MATERIALS

Material	Recyclable	Non-Recyclable
Paper and Cardboard	Milk/juice cartons, cardboard boxes, paper cups*, newspapers, magazines	Waxed products such as cups and boxes; soiled cardboard, soiled paper; foil-lined products such as cartons
Plastics	Drink bottles, plastic milk bottles, coffee cup lids	Straws, plastic bags, polystyrene, cling wrap
Steel	Food cans, aerosol cans, jar lids, coffee tins	
Aluminium	Drink cans, clean foil wrap, clean foil trays	Soiled foil and foil trays, foil food bags
Glass	Bottle, jars	Ceramics, light bulbs, pyrex, mirrors

\*Paper cups with a thin plastic lining are generally recyclable – waxed paper cups and other waxed products are not recyclable

### COMPOSTABLE AND BIODEGRADABLE MATERIAL

Compostable	Biodegradable
Check with your waste service provider what materials they will accept via an organics collection system. Generally, food scraps and paper that will break down into organic matter can be composted.	Check with your waste service provider whether they will collect certain biodegradable materials. Sugarcane fibre, bamboo, cornstarch, polylactide (PLA), cellophane wrap made from cellulose and some other materials can be broken down into organic matter over a period of time if exposed to the right conditions.

### WHAT WASTE MANAGEMENT STRATEGIES MUST BE IN PLACE FOR EVENTS?

When hosting an event, these are the minimum requirements you must meet:

- ✓ Avoid packaging
- ✓ Minimise giveaways
- ✓ Utilise reusable, recyclable or compostable/biodegradable food and beverage ware

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- ✓ Provide highly visible, clearly labelled waste and recycling bins (Aluminium, glass, plastic, steel and paper recycling is usually collected via yellow, 240L recycling bins, with labelled lids. Cardboard recycling is usually collected via a labelled skip). Enquire about hiring Council's bin caps and signage, for a refundable deposit
- ✓ Empty bins before they are full
- ✓ Safely store, use and dispose of potentially polluting substances, eg used cooking oil is to be stored in a sealed container and removed for off-site disposal. Note that a Spills Management Plan is required when hazardous substances are present at an event
- ✓ Store used wastewater in a sealed container and remove for off-site disposal. Wastewater is not permitted to be disposed of via the stormwater drain
- ✓ Arrange bins consistently throughout the site, with a recycling bin always next to a waste bin
- ✓ Locate bin stations near to where food and beverages will be consumed, at entry/exit points, close to toilets /facilities and at the intersection of pathways. Consider the access needs of children, people with disabilities, service providers and contractors
- ✓ Position bins a maximum of 14 metres apart and make them visible
- ✓ Identify a bin collection point and bin transfer routes to the collection point

### HOW DO I CALCULATE HOW MANY BINS REQUIRED?

In general, expect a minimum of one litre of waste per person per meal. However, this may vary depending on catering, alcohol availability, number and profile of attendees as well as the waste management minimisation strategies utilised.

This guide may be helpful:

Number of Patrons	Food and/or drink sold and consumed	Number of 240Ltr bins per 100 patrons (number indicated Red, Yellow & Green lidded bins)
1>99	No	1
100	Yes*	2

\*Where food and/or beverages are provided: 1 x red lidded waste bin would also require 1 x yellow lidded recycle bin and 1 x green lidded organics bin. The bins are to be placed side by side

### WHAT INFORMATION NEEDS TO BE INCLUDED IN THE EVENT WASTE MANAGEMENT PLAN?

To complete the event waste management plan you need to:

- Provide the event's name, date, time, venue, coordinating organisation, anticipated number of attendees and description of event activities
- Note whether the event will have on-site or off-site food preparation, alcohol or other beverages available. Outline the number of mealtimes covered by the event, the number of food/beverage and other stalls/outlets

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- Provide the names, roles/positions and phone numbers of key event contacts

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Provide the name of the proposed waste service provider for the event. Note that following approval of a waste management plan, a waste and recycling collection agreement should be agreed with the

- event's waste service provider and a copy provided to Council. This may be Council's commercial waste service or private waste service provider(s). The Agreement should identify type, number and volume of bins that will be provided for public use, stallholder or contractor use, when the bins will be delivered, emptied and removed, and how the bins will be secured

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- An outline of the waste management strategies that will be utilised

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- Include on your event Site Plan (which is part of your Event Management Plan) the location of bin stations and bin transfer routes to a collection point
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